

24 January 1952

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Report from Room 220, Week of 21 January - 25 January 1952.

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To:

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From:

1. On Tuesday, 22 January, I met (at Mr. Meloon's request) with [] Assistant Chief of T&R in L Building, [] Chief of RI, and [] Training Officer in [] office to determine what, if any, training could be given in the D Street Pool along the line of the classified training given RI people once on board.

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2. On Wednesday, 23 January, I attended [] staff meeting at Alcott to help clarify procedures of clearance for trainees and discuss the use of evaluation sheets.

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3. The "Activities Chart" made for us by a member of [] staff (TRC) is completed and has been delivered to []

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4. For the time being we are turning over one room in wing C to [] for testing purposes.

5. Small conferences held during the week furthered clarification of issues relative to (a) IBM records for our trainees, (b) clearance procedures for all groups, (c) implications in the clerical training program [] and (d) use of the evaluation sheets.

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6. Still pending: (a) a decision regarding future clerical orientation, and (b) the issuing of a memo setting forth procedures and due dates for all evaluation sheets.

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25 YEAR RE-REVIEW